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14 August 1959

MEMORANDUM FOR: Chief, Printing and Services Division, OL

SUBJECT : Preparation of Envelopes and Document Receipts for Distribution of OCI Daily Digest and Weekly Summaries

REFERENCE : Memorandum dated 8 June 1959

1. As previously stated in the referenced memorandum, it is requested that your Division provide the printing of addresses on envelopes and the preparation of document receipts for the distribution of the OCI publications "Current Intelligence Digest", a daily, and the "Weekly Intelligence Summary", a weekly publication. In view of a modification of the procedures, this memorandum supersedes the reference.

2. Each month you will receive a distribution list for each of these publications. Each list will have the names and addresses divided into three groups: (1) those addressees for whom no envelopes or receipts will be required; (2) those addressees for whom both an inner and outer envelope plus document receipts will be required; and (3) those addressees for whom only envelopes will be required. Groups (2) and (3) will be arranged on the list in order by number of copies being sent to each addressee. From month to month any changes in the addressees will be noted by an asterisk opposite the address and to the extreme right, serving as a flag to your personnel that a change is required in an address-o-graph plate.

3. Envelopes and receipts sufficient for a month's supply should be delivered one week prior to the first of each month to:

OCI 25X1

Attn:

2028 Que Building

4. It is understood that the envelopes and receipts will be in the same order as the list and will consist of 22 copies each for the Daily and 5 copies each for the Weekly. They will be arranged in three groups: (1) outer envelopes; (2) inner envelopes where required, and stamped Secret; and (3) document receipts where required.

25X1

5. If there are any questions about these arrangements, , OCI, Extension 3074, should be contacted.

6. The cost of this service may be charged to OCR account code 522 if necessary.

AUTOMATIC DOWNGRADE: Regraded UNCLASSIFIED
When Separated From
Classified Enclosures

25X1

Chief, Document Division

Attachment:

Sample list of Daily

Distribution: Orig. & 1 - Addressee
1 - OCI 2 - CB/PS 2 - DD ✓

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